

Webinar Day 2: Overview of Vendor Registration

June 3, 2104



Goals for Today

Review vendor readiness steps...

- Familiarize you with the vendor registration process
 - ✓ Steps in the process
 - ✓ Information vendors will be asked for
- Familiarize you with Commodity Codes and how they will work in COMMBUYS
- Show you how to look up registered vendors on COMMBUYS
- Review the toolkit OSD has put together to help you work with your Departmental contract vendors



Readiness for Vendors

- ✓ **Today!!! REGISTRATION-** Departmental contract vendors are registered in **COMMBUYS**. [Vendor]
- ✓ **Tomorrow!! CONTRACTS-** Departmental contracts are active Master Blanket Purchase Orders in **COMMBUYS**. [Agency with Vendor]
- ✓ **Thursday! CATALOG-** A catalog is associated with each Departmental contract or vendor. [Agency]

COMMBUYS

Terminology

COMM-Pass Term	COMMBUYS Term
Solicitations (all types)	Bid
Responses (all types)	Quote
Contracts (SWC & Departmental)	Blanket Purchase Order
	Open Market Purchase Orders
My Desktop	The Control Center



Vendor Registration Process Checklist



If the vendor has the following information on hand the registration process will be much easier.

- ✓ Tax ID
- ✓ Business Legal name, address, contact information
- ✓ Registering in the Small Business Purchasing Program
(See questions on [Mass.gov/sbpp](https://www.mass.gov/sbpp))

Vendor Registration Process Checklist

Category/ Program related questions:

- ✓ DUNS number (if applicable)
- ✓ MA Certified Minority Owned Business
- ✓ Interested in Partnering with other businesses
- ✓ Federally certified Service Disabled Veteran Owned Business Enterprise
- ✓ Type of Business Structure
- ✓ Profit/ Non-profit
- ✓ MA Certified Woman Owned business

Vendor Registration Process


Vendors register themselves in COMMBUYS!

- ✓ www.commbuys.com / Click “Register”
- ✓ Free/ 24-7
- ✓ Sequential & step-by-step with business information requests
- ✓ All Vendor Profiles can be edited

Vendors need to be registered in COMMBUYS in order for Departmental contract enablement to be completed.

Welcome To

COMMBUYS


OPERATIONAL SERVICES DIVISION

COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

COMMBUYS INFORMATION: For more information on COMMBUYS please visit us at [COMMBUYS](http://www.commbuys.com). If you have any questions or concerns contact the COMMBUYS Help Desk at COMMBUYS@state.ma.us or ring us during normal business hours (8AM – 5PM Monday – Friday) at 1-888-627-8283 or 617-720-3197.

- [Register](#)
Register here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)
Complete registration here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)
Browse open bid opportunities.
- [Active Contracts](#)
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)
Search for registered vendors.

Login ID:

Password:

Login

[Forgot your password?](#)

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Vendor Registration Company Information

Register - Minot Electric - al.buckley@state.ma.us

Company Information SBPP Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

Company Name*:	<input type="text" value="Minot Electric"/>	Vendor Legal Name*:	<input type="text" value="Minot Electric"/>
Business Description:	<input type="text"/>		
Mailing Address Line 1*:	<input type="text"/>		
Address Line 2:	<input type="text"/>		
Address Line 3:	<input type="text"/>		
Address Line 4:	<input type="text"/>		
Country*:	<input type="text" value="US - United States of America"/>	State/Province*:	<input type="text"/>
City*:	<input type="text"/>	County:	<input type="text"/>
ZIP*:	<input type="text"/>	Company FAX:	<input type="text"/>
Company Phone*:	<input type="text"/>	Tax ID #*:	<input type="text" value="....."/> Show <input type="checkbox"/>
Company Email*:	<input type="text" value="al.buckley@state.ma.us"/>	Year of Incorporation:	<input type="text" value="0"/>
Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)? <input checked="" type="radio"/> EIN <input type="radio"/> SSN			
State of Incorporation:	<input type="text"/>		
Preferred Delivery Method:	<input type="text" value="Email"/>		
Would you like to be registered as an emergency supplier in the case of an emergency? <i>Note: Emergency suppliers must be available 24 hours a day, 7 days a week.</i> <input type="radio"/> Yes <input checked="" type="radio"/> No			
Emergency Phone:	<input type="text"/>		
Emergency Contact:	<input type="text"/>		
Emergency Info Comment:	<input type="text"/>		

Save & Continue Registration

- Review ALL information for accuracy.
- Complete all the (*) asterisked fields and drop boxes.

Vendor Registration SBPP

Register - Minot Electric - al.buckley@state.ma.us

Company Information **SBPP** Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

Pre-Qualification

1. Employer Identification Number *: 143143143
2. Number of full time employees are employed by the organization *: 7
3. Gross Annual Revenue/Operating Budget *:
4. Entity Name Most Recent Tax Return Filed Under *: Minot Electric
5. Tax ID Type *: Federal Employer Identification Number
6. Which Mass Department of Revenue tax form was filed for most recent year? *: B. Business Returns: ii. Form 355S: S Corporation Business or Manufacturing Excise Return
7. Most Recent Tax Year of Filing *: 2012
8. Ownership Type *: Corporation
9. Most recent Year and Quarter of Massachusetts Department of Unemployment Assistance (DUA) filing *: Q1 2014

Save & Continue Registration Reset Cancel & Exit

- Complete all the (*) asterisked fields and drop boxes
- Click “Save & Continue Registration”



Vendor Registration Terms



Register - Minot Electric - al.buckley@state.ma.us

Company Information SBPP Administrator Address **Terms** Categories & Certifications Commodity/Service Codes Summary

- COMMBUYS does not use the “Terms” category
- Click “Continue Registration” to continue

Vendor Registration Categories

Category: General Acknowledgement	
Description: I have reviewed and agree with COMMBUYS Agreement and Terms of Use for Sellers	
Category URL: https://www.datamigration	
Please select exactly one category value	
Select	
<input checked="" type="checkbox"/>	Yes
Notes:	
<div></div>	
Category: DUNS Number	
Please select at most one category value	
Select	
<input checked="" type="checkbox"/>	This is my DUNS number
Notes:	
<div>143143143</div>	

Vendor Registration Categories

Category: Environmentally Preferred Products or Services (EPP)

Description: Does your company sell environmentally preferred products or services (EPP)? EPPs are products and services that have same purpose. They may include, but not be limited to, items that contain recycled materials, minimize waste, conserve energy and/or

Category URL: <http://www.mass.gov/epp>

Please select at most one category value

Select	
<input checked="" type="checkbox"/>	No
<input type="checkbox"/>	Yes

Notes:

Category: MBE Certified

Description: Are you currently certified by the Massachusetts Supplier Diversity Office (SDO) as a Minority Business Enterprise (MBE)? Businesses. The database is available for search at the following link **Category URL:** <http://www.mass.gov/sdo>

<input type="checkbox"/>	Not Certified
<input type="checkbox"/>	Certified

Vendor Registration Categories

Category: Are you interested in partnering as a Prime/Sub contractor?

Description: Prime / Sub Partnering

Please select at most one category value

Select

☐

No

☒

Yes

Notes:

We are a Prime Vendor on contract seeking business to business relationships with vendors to fulfill our program requirements

Category: SDVOBE Certified

Description: Are you currently certified by the U.S. Department of Veterans Affairs as a Service Disabled Veteran Owned Small Business?
<https://www.vip.vetbiz.gov/>

☐

Not Certified

☐

SDVOBE Certified

Vendor Registration Categories

Category: SDO certified	
<input type="checkbox"/>	Not Certified
<input type="checkbox"/>	SDO Certified

Category: Business Structure	
Description: Business Structure	
Please select exactly one category value	
Select	
<input type="checkbox"/>	Sole Proprietorship
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	LLP
<input checked="" type="checkbox"/>	Corporation
<input type="checkbox"/>	LLC
<input type="checkbox"/>	Business Trust
<input type="checkbox"/>	Other business type

Notes:

Vendor Registration Categories

Category: Business Type

Please select at most one category value

Select



Business Enterprise (for profit)



Non-Profit Organization

Notes:

Category: WBE



Not Certified



WBE Certified

- Click “Save & Continue Registration” to continue

Vendor Registration

Commodity/ Service Codes

Register - Minot Electric - al.buckley@state.ma.us

Company Information SBPP Administrator Address Terms Categories & Certifications **Commodity/Service Codes** Summary

Search

U N S P S C Segment-Family

U N S P S C Class

U N S P S C Keyword

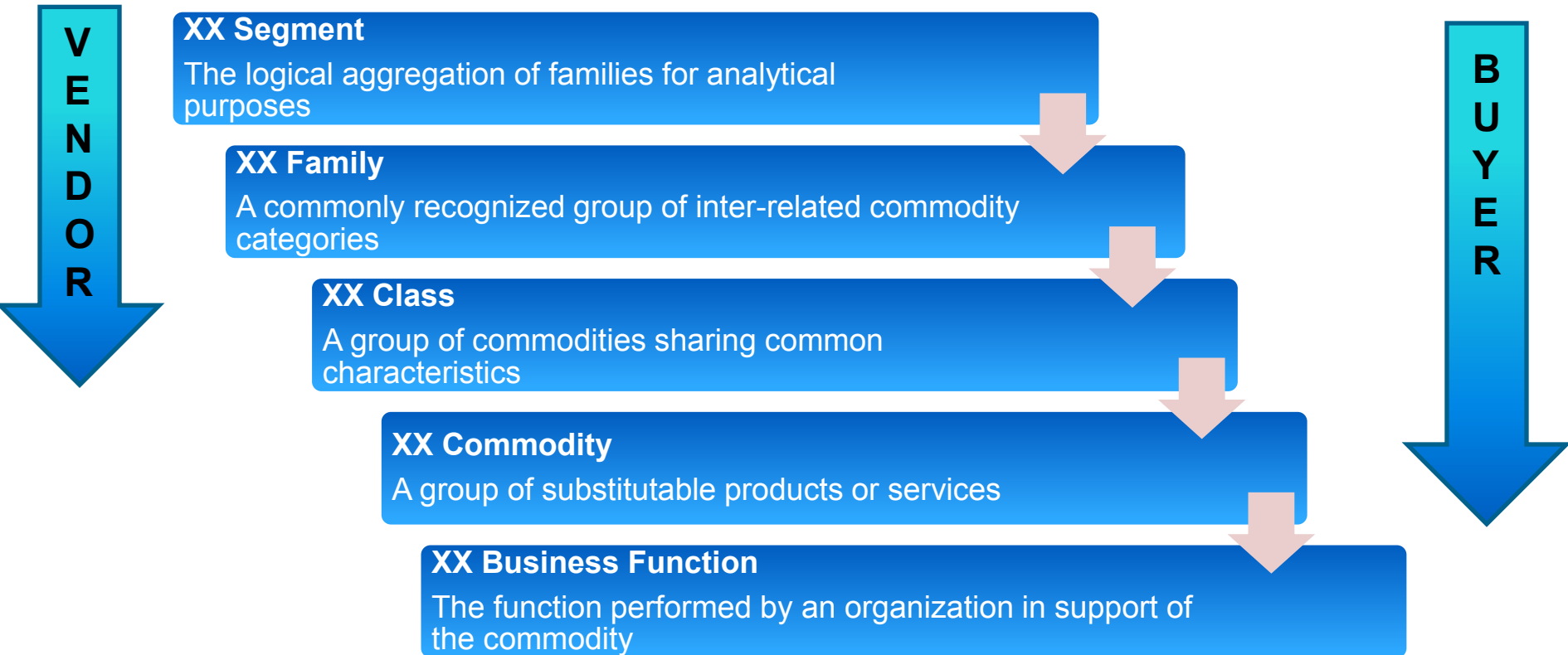
Search using

i Use the Search Engine if you are familiar with the . If not use the Browse below.

U N S P S C Code Browse

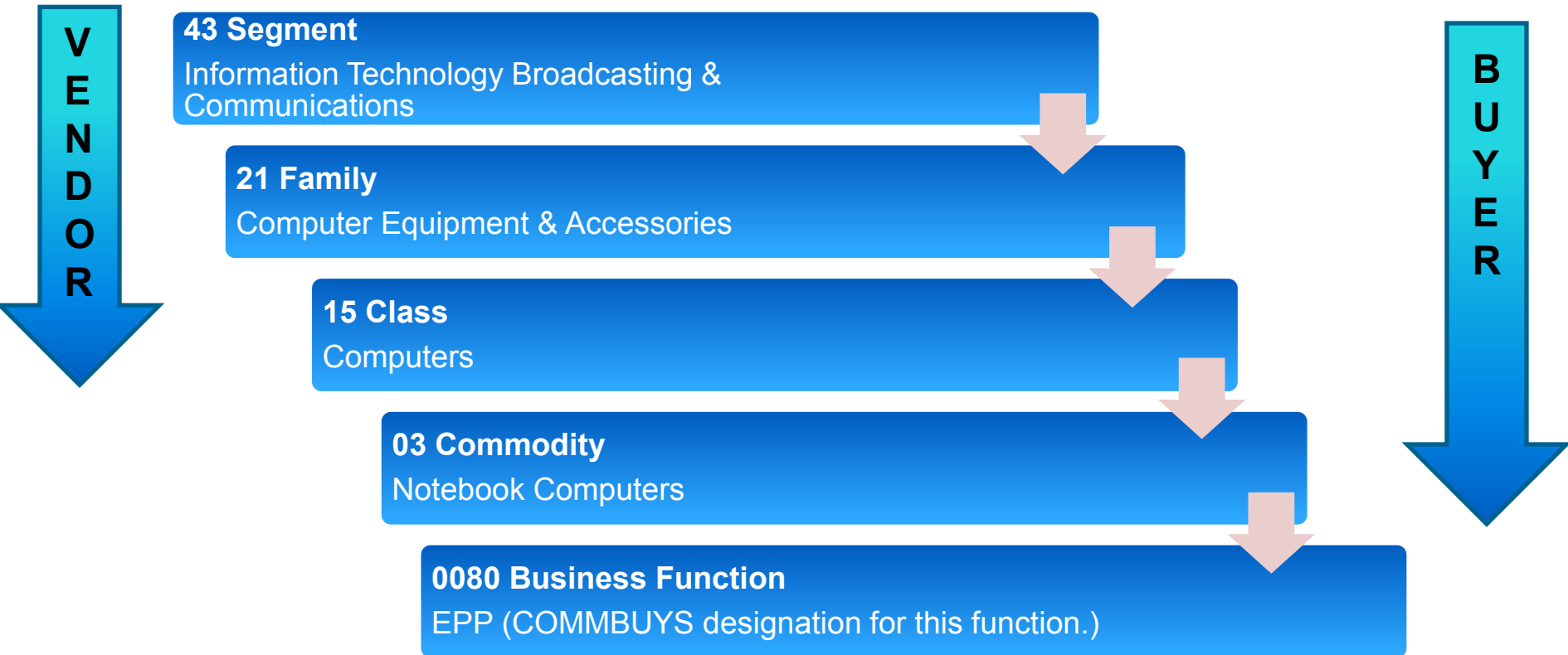


How does it work?





How does it work?





How to use the Commodity Codes



Commodity Codes Search Vendor/ Keyword Search

Search

UNSPSC Segment-Family
UNSPSC Class
UNSPSC Keyword: electrical
Search using: ALL of the criteria
Search

Use the Code Search Engine if you are familiar with the code. If not use the Code Browse below.

UNSPSC Code Browse
Show Categories

Select the category that best describes the product and service you offer. Click on the question mark for more information.

<input type="checkbox"/>	Code	Description
<input checked="" type="checkbox"/>	25-17-39	Electrical components
<input checked="" type="checkbox"/>	26-12-15	Electrical wire
<input checked="" type="checkbox"/>	26-12-16	Electrical cable and accessories
<input type="checkbox"/>	26-12-17	Wiring harness
<input type="checkbox"/>	26-12-18	Automotive cable
<input type="checkbox"/>	39-11-26	Non electrical lighting devices
<input type="checkbox"/>	39-12-10	Power conditioning equipment
<input type="checkbox"/>	39-12-11	Distribution and Control centers and accessories
<input type="checkbox"/>	39-12-12	Wire management components and busways

UNSPSC Keyword Search

- In the “UNSPSC Keyword” box type the word of the commodity or service you are seeking
- In the Search using drop down box choose “ALL of the criteria”
- Click Search
- Click the corresponding boxes of the items you are choosing
- Click “Save & Exit”



Commodity Code Search Example



Commodity-EPP and Service Codes -

Search

UNSPSC Segment-Family

UNSPSC Class

UNSPSC Keyword

Search using

i Use the Code Search Engine if you are familiar with the code. If not use the Code Browse below.

UNSPSC Code Browse

i Select the category that best describes the product and service you offer. Click on the question mark for more information.

Code	Description
10-10-00	Live animals
10-10-15	Livestock
10-10-16	Birds and fowl
10-10-17	Live fish
10-10-18	Shellfish and aquatic invertebrates
10-10-19	Insects
10-10-20	Wild animals
10-11-00	Domestic pet products
10-11-13	Domestic pet treatments and accessories and equipment
10-12-00	Animal feed
10-12-15	Livestock feed
10-12-16	Bird and fowl food

Commodity-EPP and Service Codes -

Search

UNSPSC Segment-Family

UNSPSC Class

UNSPSC Keyword

Search using



Commodity Code Search Example



Commodity-EPP and Service Codes - Pet Food, Inc.

Search

U N S P S C Segment-Family

U N S P S C Class

U N S P S C Keyword

Search using

i Use the Code Search Engine if you are familiar with the code. If not use the Code Browse below.

U N S P S C Code Browse

i Select the category that best describes the product and service you offer. Click on the question mark for more information.

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[1](#) [2](#)

Code	Description
25-12-15	Locomotives and electric trolleys
25-17-39	Electrical components
25-17-50	Electric vehicle charging systems
26-10-11	Electric alternating current AC motors
26-10-12	Electric direct current DC motors
26-10-13	Non electric motors
26-12-15	Electrical wire



Commodity Code Search Example



Commodity-EPP and Service Codes - Pet Food, Inc.

Search

U N S P S C Segment-Family	<input type="text"/>
U N S P S C Class	<input type="text"/>
U N S P S C Keyword	<input type="text" value="chair"/>
Search using	<input type="text" value="ALL of the criteria"/>
<input type="button" value="Search"/>	

i Use the Code Search Engine if you are familiar with the code. If not use the Code Browse below.

U N S P S C Code Browse

i Select the category that best describes the product and service you offer. Click on the question mark for more information.

No records were found based on your search criteria. Please refine your search and try again.



Commodity Code Search Example



Commodity-EPP and Service Codes - Pet Food, Inc.

Search

U N S P S C Segment-Family

U N S P S C Class

U N S P S C Keyword

Search using

i Use the Code Search Engine if you are familiar with the code. If not use the Code Browse below.

U N S P S C Code Browse

i Select the category that best describes the product and service you offer. Click on the question mark for more information.

Code	Description
25-17-46	Vehicle seating systems
42-19-21	Clinical seating and stools and related products
56-11-21	Seating
56-11-23	Auditorium or stadium or special use seating parts and acces



Commodity Code Search Example



UNSPSC Keyword

Search using

Use the Code Search Engine if you are familiar with the code. If not use the Code Browse below.

UNSPSC Code Browse

Select the category that best describes the product and service you offer. Click on the question mark for more information.

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1 2

Code	Description
42-12-17	Veterinary clinical furniture
42-15-17	Dental clinical furniture
42-26-17	Autopsy furniture
48-10-20	Restaurant furniture
49-12-16	Camping furniture
56-10-00	Accommodation furniture
56-10-15	Furniture
56-10-16	Outdoor furniture
56-10-17	Office furniture
56-10-18	Baby and toddler furniture and accessories
56-10-19	General furniture parts and accessories
56-11-00	Commercial and industrial furniture
56-11-15	Workstations and office packages
56-11-16	Panel systems
56-11-17	Casegood and non modular systems
56-11-18	Freestanding furniture
56-11-19	Industrial furniture
56-11-20	Computer support furniture
56-11-21	Seating
56-11-22	Desking systems
56-11-23	Auditorium or stadium or special use seating parts and acces
56-12-00	Classroom and instructional and institutional furniture and
56-12-10	Library furnishings
56-12-11	Art classroom furnishings
56-12-12	First aid room furnishings

1-25 of 37
1 2

Vendor Registration Summary

Register - Minot Electric - al.buckley@state.ma.us

Company Information SBPP Administrator Address Terms Categories & Certifications Commodity/Service Codes **Summary**

Company Information

Vendor ID:	00000024	Alternate ID:		Company Name:	Minot Electric
Status:	Active	Status Change Reason:		Tax ID#:	****1143
Tax ID Type:	EN	Incorporation Details - State:	MA	Year of Incorporation:	7
Business Description:		Preferred Delivery Method:	Email	Vendor Email:	al.buckley@state.ma.us
Emergency supplier:	Yes				
Emergency Phone:	781-555-1431				
Emergency Contact:	Mickey Minot				
Emergency Email:	test@test.com				
Emergency Info Comment:	none				

Program Information

Program	Status	Date Qualified	Acknowledged Program Conditions?	Date Acknowledged / Dis
SBR	Active	03/14/2014	Acknowledged	03/14/2014

Users Information

Login ID	First Name	Last Name	Status	Role
minotelectric143	Mickey	Minot	Active	Seller Seller Administrator

Address Information

Name	Address Type	Address Information
Primary	General Mailing Address	Mickey Minot 143 Minot Way Scituate, MA 02066 US Email: al.buckley@state.ma.us Phone: (781)555-1431
PO Mailing Address	Purchase Order Mailing Address	Minnie Minot 143 Minot Way Scituate, MA 02066 US Email: minnie@minotelectric.com Phone: (781)555-1431 Ext. 1 Website: http://www.minotelectric.com

Vendor Registration Summary

Commodity-EPPs and Services Information

Code	Description
25-17-39	Electrical components
26-12-15	Electrical wire
26-12-16	Electrical cable and accessories
26-12-17	Wiring harness

Terms

Payment Terms: N/A
 Freight Terms: N/A
 Shipping Method: N/A
 Shipping Terms: N/A

Categories & Certifications

Category: General Acknowledgement

Description: I have reviewed and agree with COMMBUYS Agreement and Terms of Use for Sellers Category URL: <https://www.datamigration>

Yes

Category: DUNS Number

This is my DUNS number

Vendor Registration Registration Complete

Thank you for registering with COMMBUYS Training. Registration confirmation will be emailed to you.
For questions or comments please contact COMMBUYS at 617-720-3197.

OK

Copyright © 2014 P

Vendor Registration: Minot Electric

Administrator System <ckennedy@periscopeholdings.com>

Sent: Fri 3/14/2014 9:38 AM

To:

Dear Mr. Mickey Minot,

Thank you for registering with COMMBUYS Training. Your account has been activated. Below you will find your login ID and password.

Login ID: minotelectric143

Password: minot143

Vendor #: 00000024 - Minot Electric

Please log in to the COMMBUYS Training application. If you have any questions concerning your account, please contact us at 617-720-3197.

Thank you,
COMMBUYS

Use this link to log on to COMMBUYS Training: <https://www.training.commbuys.com/bsollogin.sdo>

Vendor Registration Process

Top 5 FAQ

1. I was registered in Comm-PASS, will my user name and password from Comm-PASS work or do I need to register again in COMMBUYS?

Answer: All vendors must re-register in COMMBUYS.

Vendor Registration Process

Top 5 FAQ

2. When registering in COMMBUYS should I use my Social Security Number or my company's Tax ID?

Answer: Please use your company's Tax ID.

Vendor Registration Process

Top 5 FAQ

3. Within registration, I cannot select Woman Business Owned (WBE), Minority Business Owned (MBO), or Service Disabled Veteran Owned Business. Why not?

Answer: You cannot self-register for these designations. These certifications will be verified and selected for you by the Supplier Diversity Office once you have completed registration.

Vendor Registration Process

Top 5 FAQ

4. Are there job aids or videos to guide me through COMMBUYS registration and system functionality?

Answer: Videos and Job Aids can be found here:

<http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/conduct-a-procurement/commbuys/training-and-registration-for-sellers.html>

Top 5 FAQ

5. I am stuck on selecting UNSPSC codes. What should I do?

Answer: Use the UNSPSC Keyword field to search for your company's commodity codes. For example: if your company sells computers, type "computer" in the UNSPSC Keyword field, scroll down, and select all appropriate codes.

For a detailed overview of the COMMBUYS Market Center Commodity Code system we suggest reviewing the video: COMMBUYS: Commodity Code 101 in the You Tube OSD library

Review of Readiness Program

Week of 6/2

Week of 6/9

Week of 6/16

Week of 6/23

Agency Intensive Readiness Program



Daily Orientation
Webinars



Overview of Buying in
COMMBUYS Open Session

A&F
EOEEA DOT EOHHS
EOL

Secretariat Workshops

EOPSS
EDU HED



Agency Outreach Meetings



Ongoing Training

Purchasing from Catalogs



Conducting Procurements



Purchaser Drop-In Sessions



Vendor Training



We have prepared a toolkit for agencies to use. The toolkit is designed to help agencies communicate to their Departmental vendors about COMMBUYS readiness and support contract enablement.

Toolkit Components

- ✓ Sample letter to vendors about registration
- ✓ Instructions for Departmental contract enablement
 - Converting a migrated contract to a Master Blanket PO in COMMBUYS
 - Creating a Master Blanket PO in COMMBUYS (for contracts not migrated from COMM-Pass)
- ✓ Vendor catalog set-up instructions and catalog template

Outreach team members dedicated to your agency will work with you to evaluate your contracts and the catalog model best suited to each contract.

Next Steps

Think through the following:

- Plan your outreach to Departmental vendors to them to get them to register in COMMBUYS
 - ✓ Tailor and distribute the vendor registration letter in the Toolkit
 - ✓ Connect vendors to available resources (<http://www.mass.gov/anf/budget-taxes-and-procurement/procurement-info-and-res/conduct-a-procurement/commbuys/training-and-registration-for-sellers.html>)
- Plan who should attend your Secretariat workshop and what priority topics you would like to discuss
- What contracts to bring to your Secretariat workshop to work through the transition to COMMBUYS (you'll have more information about this after Webinars 3 and 4)
- What assistance your Organization Administrator might need with ongoing set-up of approval paths and user roles

Beginning June 5, OSD will send out weekly reminders to our list of vendors, encouraging them to register in COMMBUYS and providing links to the COMMBUYS home page and available webcasts and job aids explaining the registration process.

Questions



We're here to help!

Questions? You can reach the COMMBUYS Help Desk by phone (1-888-627-8283) and by email (commbuys@state.ma.us).

More Information? Visit www.mass.gov/osd/commbuys for training information, webcasts, job aids and other resources.